

INSTRUCTIONS FOR COMPLETING YOUR DAY CARE TRANSPORTATION REQUEST FORM

For 2023-2024 Grades K through 12

Please note the deadline date on the Day Care Transportation Request form. This information is used to determine your student's bus stop and bus assignment and for notification in case of an emergency or school closing.

- **FILL OUT THIS FORM ONLY IF YOUR CHILD IS IN CHILD CARE OR ADVENTURES PLUS OR IS PARENT TRANSPORT**
- **ALL STUDENTS IN CHILD CARE ARE REQUIRED TO HAVE A DAY CARE TRANSPORTATION REQUEST FORM ON FILE WITH THE SCHOOL DISTRICT INCLUDING NON-TRANSPORTED STUDENTS AND STUDENTS FROM OUTSIDE OF THE ATTENDANCE BOUNDARY**
- **The Daycare/Child Care form must be filled out every school year**


IT IS VERY IMPORTANT TO:

- **PLEASE PRINT CLEARLY**, preferably with an ink pen.
- Fill out a **separate form for each student** you have in child care.
- Include the name of the school your student will attend.
- Please include the child care provider's **NAME, ADDRESS & TELEPHONE NUMBER.**

PLEASE NOTE:

Students can have up to two AM bus stop locations but only ONE PM BUS STOP.


Forms checked with PM stops at both home and daycare WILL NOT BE ACCEPTED unless: the daycare is Adventures Plus located at the student's school.

2021-2022  <small>ANOKA-HENNEPIN SCHOOLS A future without limits</small>	DAY CARE TRANSPORTATION REQUEST FORM Child Care/Adventures Plus/Parent Transport 2727 N. Ferry St., Anoka, MN 55303 • Phone: 763-506-1125 • FAX: 763-506-1133 email: Transportation@ahschools.us • http://www.ahschools.us/transportation																				
Student Information																					
THIS FORM MUST BE COMPLETED EVERY YEAR. For families with multiple students, please fill out one form for each student.																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Adams Elementary</td> <td style="width: 20%; text-align: center;">1</td> </tr> <tr> <td>School Name</td> <td>Grade 2021-2022</td> </tr> <tr> <td>Doe</td> <td>Jane</td> </tr> <tr> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td>Z</td> <td>1/1/15</td> </tr> <tr> <td>Middle Initial</td> <td>Birth Date</td> </tr> <tr> <td>11299 Hanson Blvd NW</td> <td>Coon Rapids</td> </tr> <tr> <td>Student Address</td> <td>City</td> </tr> <tr> <td></td> <td>Zip Code</td> </tr> <tr> <td colspan="2">Requested Start Date: ____/____/____ <input checked="" type="checkbox"/> or First Day of School</td> </tr> </table>		Adams Elementary	1	School Name	Grade 2021-2022	Doe	Jane	Last Name	First Name	Z	1/1/15	Middle Initial	Birth Date	11299 Hanson Blvd NW	Coon Rapids	Student Address	City		Zip Code	Requested Start Date: ____/____/____ <input checked="" type="checkbox"/> or First Day of School	
Adams Elementary	1																				
School Name	Grade 2021-2022																				
Doe	Jane																				
Last Name	First Name																				
Z	1/1/15																				
Middle Initial	Birth Date																				
11299 Hanson Blvd NW	Coon Rapids																				
Student Address	City																				
	Zip Code																				
Requested Start Date: ____/____/____ <input checked="" type="checkbox"/> or First Day of School																					
COMPLETE THIS FORM ONLY IF YOUR CHILD ATTENDS DAYCARE OR ADVENTURES PLUS																					
AM REQUEST	PM REQUEST																				
CHOOSE UP TO TWO	CHOOSE ONLY ONE																				
<input checked="" type="checkbox"/> Bus from Home <input type="checkbox"/> Parent Transport	<input type="checkbox"/> Bus to Home <input type="checkbox"/> Parent Transport																				
<input checked="" type="checkbox"/> Bus from Child Care <input type="checkbox"/> Adventures Plus	<input type="checkbox"/> Bus to Child Care <input checked="" type="checkbox"/> Adventures Plus																				
Child Care/Adventures Plus Provider Name Jackie Smith	Child Care/Adventures Plus Provider Name Adventures Plus																				
Child Care/Adventures Plus Address City Zip 1001 Zea ST NW Coon Rapids 55448	Child Care/Adventures Plus Address City Zip																				
Telephone Number 763-799-0000	Telephone Number																				
Parent / Guardian Information																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">First and Last Name</td> <td style="width: 25%;">Home/Primary Telephone</td> <td style="width: 25%;">Alternate Telephone</td> </tr> </table>		First and Last Name	Home/Primary Telephone	Alternate Telephone																	
First and Last Name	Home/Primary Telephone	Alternate Telephone																			
Anoka-Hennepin District requires that a parent or legal guardian submit a written request for transportation to a child care provider no later than May 31. Requests can take up to five (5) school days to process. The Anoka-Hennepin School District provides transportation to and from child care providers for eligible students in grades K-12. Students may have two pick-up locations but only one drop-off location. My signature certifies that I am the parent/legal guardian of the above student and authorized to request transportation to/from the Child Care/Adventures Plus listed above.																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Signature</td> <td style="width: 30%;">Date</td> </tr> </table>		Signature	Date																		
Signature	Date																				
*** Please seal this form with tape. DO NOT STAPLE. Rev. 2/2021																					


FOLD HERE


2023-2024 STUDENT BUSING GUIDELINES


Please review these guidelines for the transportation of eligible students, so that your student's bus ride is a safe and pleasant experience.

 **CHILD CARE ALL STUDENTS IN CHILD CARE, INCLUDING NON-TRANSPORTED STUDENTS** are required to have a **Day care Transportation Request form on file with the school district's transportation department.** This information is used to assign your student to their bus and bus stop. It is also used for notification in case of an emergency school closing and for State reports. **Students cannot be transported to or from child care sites that are located outside the attendance boundary of the school they attend.**

Please complete the Day Care Transportation Request form and mail it by MAY 31, 2023 or sooner if requested by your principal. We will try to accommodate your child care choice after that date, but we cannot guarantee a space for your student on the bus once the routes have been set for the start of school. **Many buses are loaded to capacity and due to space limitations; some students may not have a seat reserved for them if we have not received the Daycare Transportation Request form.**

 **BUS STOP LOCATION - It is impossible to locate a bus stop within sight of every home or child care provider.** As a general policy, we locate bus stops at corner intersections where motorists expect that the bus will stop. For safety reasons, we avoid making house stops, mid-block stops, and driving into cul-de-sacs. **IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN OR CHILD CARE PROVIDER TO ENSURE THEIR STUDENT ARRIVES AND DEPARTS SAFELY TO/FROM THE BUS STOP.**

 **BUS STOP ASSIGNMENT -** We know that arranging child care is sometimes difficult for parents. For their safety, students are only allowed one take-home bus stop. For example, we receive requests from parents for their child to be dropped-off at one stop 2 days a week and at another stop 3 days a week.

 **MULTIPLE DROP OFF STOPS ARE NOT PERMITTED.** The Anoka-Hennepin District Transportation Policy permits only one drop-off stop, the same stop, five days a week. A task force comprised of parents, principals, district administrators, a child psychologist, and an attorney, decided to limit a student's take home bus stop to only one location due to the number of students who were getting lost or who were boarding the wrong bus. **The transportation department must authorize any proposed changes to a student's bus or bus stop assignment. Bus drivers are not permitted to make changes to the student's bus stop location or pick-up time.** Bus stop change requests should be made directly to the bus company or to the District Transportation Department.